E-Mail operation

ENG

Sending

❶ Place the originals on the platen or in the document processor.

❷ Press the **Send** key.

❸ Enter the destination address.

From the address book:

Press [Address Book]. Press the checkbox to select the desired destination from the list. Press [Search (Name)] to find the destination. Enter the name you search for. Confirm with [OK].

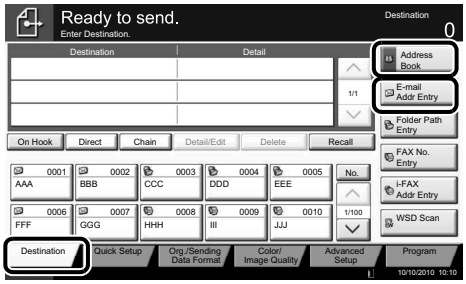
You may choose multiple destinations.

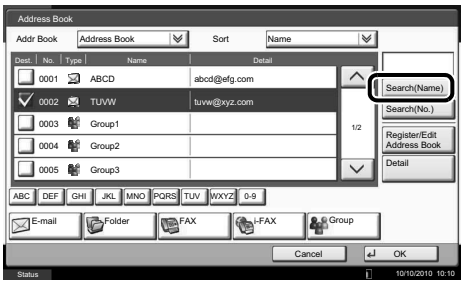
Enter an e-mail address:

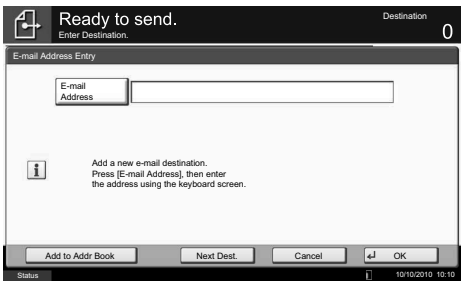
Press [E-mail Addr Entry] and [E-mail Address]. Enter the E-Mail address on the touch screen. After that press [OK].

If you want to send the e-mail to several destinations, go back to step 3.

❹ To send the e-mail press the **Start** key.







Scan settings

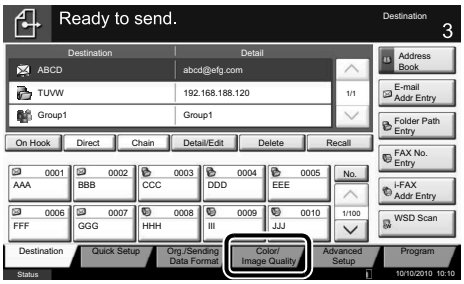
❶ Press the **Send** key.

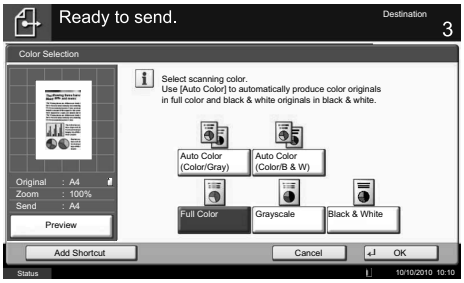
❷ Press [Color/Image Quality].

❸ Press [Color Selection].

❹ Choose the Color to be used.

❺ Confirm with [OK].





Further settings

❶ Press the **Send** key.

❷ Press [Quick Setup].

Choose an item to be changed. After changing confirm with [OK].

To enter a file name press [Advanced Setup]. Press [File Name Entry] and change the name. Confirm with [OK].

❸ Press [Destination] to return.

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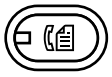
Fax operation

Sending a fax



1. Place the originals on the platen or in the document processor.
2. Press the **FAX** key.
3. Enter the destination address.

Enter the destination:

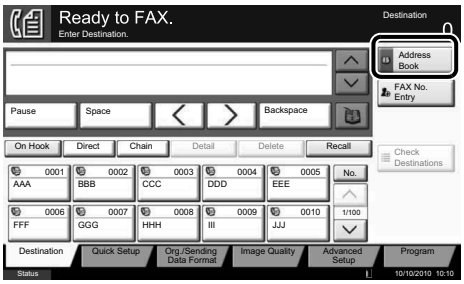
Enter the fax number with the numeric keys. After that press [OK].

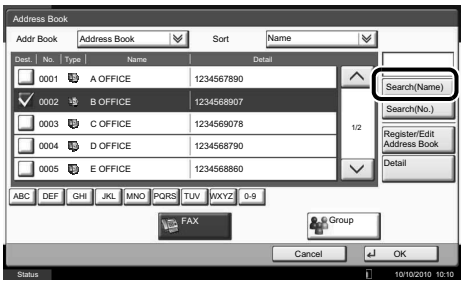
From the address book:

Press [Address Book]. Press the checkbox to select the desired destination from the list. Press [Search (Name)] to find the destination. Enter the name you search for. Confirm with [OK].

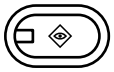
You may choose multiple destinations. If you want to send the fax to several destinations, go back to step 3.

4. To send the fax press the **Start** key.





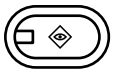
Canceling fax job



1. Press the **Status/Job Cancel** key.
2. Press [Sending Jobs].
3. Choose the job to be canceled and press [Cancel].
4. Confirm with [Yes].

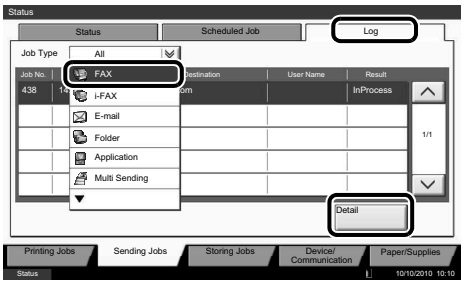
Communication is canceled.

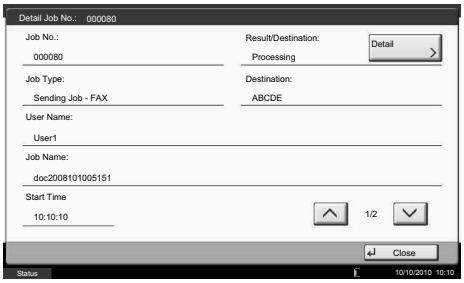
Check transmission result



1. Press the **Status/Job Cancel** key.
2. Press [Sending Jobs].
3. Press [Log].
4. Under Job Type, select [FAX].
5. Select a job to be checked.
6. Press [Detail].

The details are displayed.





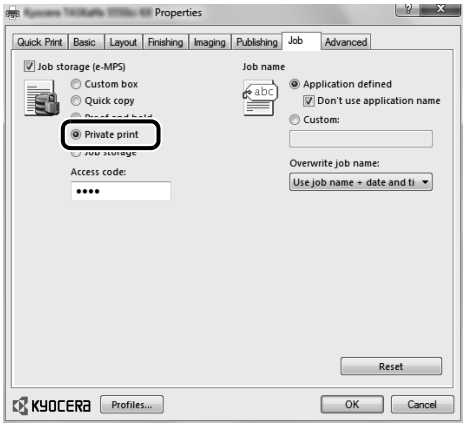
For more details refer to the Operation Guide on the co-packed DVD.

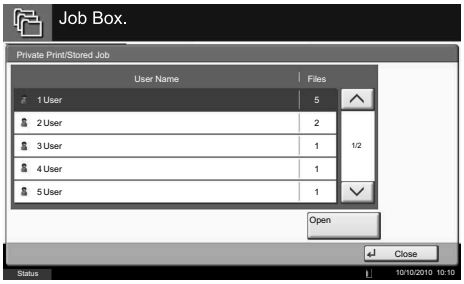
Private printing

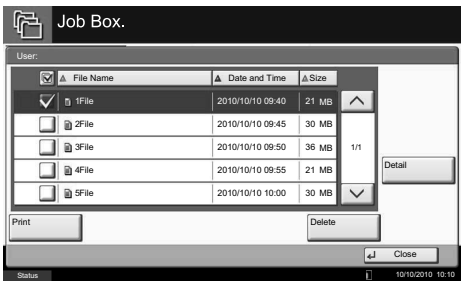
Note: To activate the private printing from the PC, select the **Job** tab in the printer driver and click [Private print]. The section [Job name] allows you to type in your name directly.

1. Press the **Document Box** key.
2. Press [Job Box].
3. Select the creator of the private print job.
4. Select the document to be printed from the list.
5. Press [Print]. If the document is password protected, type in the PIN with the numeric keys.
6. Press [Start Print] to start printing.

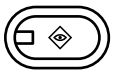
Note: By pressing [Delete] jobs can be canceled.







Cancel print job



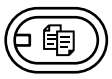
1. Press the **Status/Job Cancel** key.
2. Press [Printing Jobs].
3. Choose the job to be canceled and press [Cancel].
4. Confirm with [Yes].

Job is canceled.

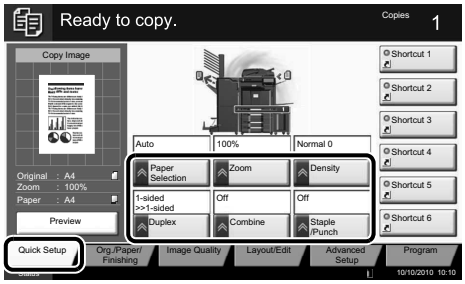
ENG

Copy operation

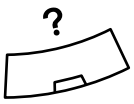
Preparation



1. Place the originals on the platen or in the document processor.
2. Press the **Copy** key.
3. Enter the number of copies with the numeric keys.
4. Choose [Paper Selection], [Duplex] [Zoom], [Combine], [Density] or [Staple/Punch] (optional) in the sub menu from the main screen.
5. Confirm all settings with [OK].
6. Press the **Start** key.



Help



A **Help** key is provided on this machine's operation panel. If you are unsure of how to operate the machine, would like more information on its functions or are having problems getting the machine to work properly, press the **Help** key to view a detailed explanation on the touch panel.

For more details refer to the Operation Guide on the co-packed DVD.

Uso del e-mail

ES

Envío

❶ Coloque los originales en el cristal de exposición o en el alimentador de documentos.

❷ Pulse la tecla **Enviar**.

❸ Introduzca la dirección de destino.

Desde la libreta de direcciones:

Pulse [Libr. direc.]. Marque la casilla para seleccionar el destino deseado de la lista.

Pulse [Buscar (Nombre)] para buscar el destino. Introduzca el nombre que desea buscar.

Confirme la configuración con [Aceptar].

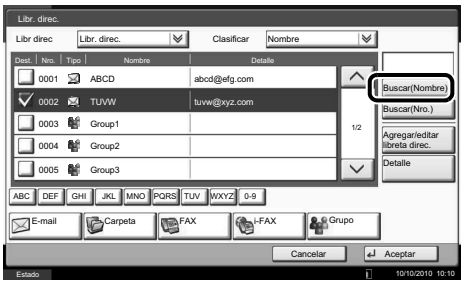
Puede elegir varios destinos.

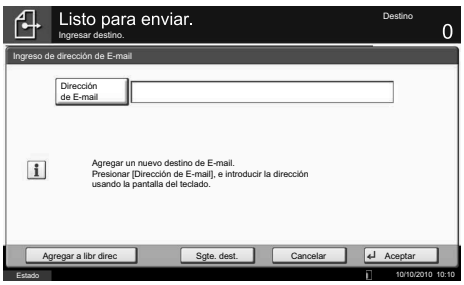
Introducción de una dirección de e-mail:

Pulse [E-mail Ingreso dir] y [Dirección de E-mail]. Introduzca la dirección de e-mail en la pantalla digital. A continuación, pulse [Aceptar].

Si desea enviar el e-mail a varios destinos, vuelva al paso 3.

❹ Para enviar el e-mail, pulse la tecla **Inicio**.





Configuración de escaneo

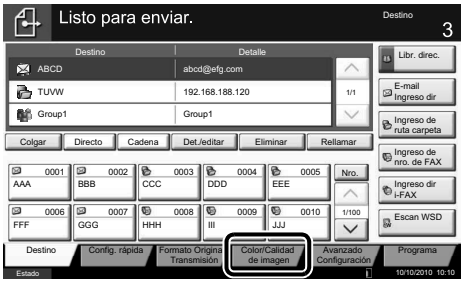
❶ Pulse la tecla **Enviar**.

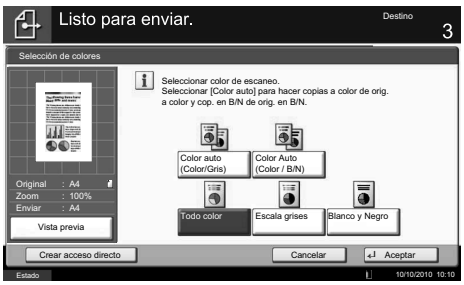
❷ Pulse [Color/Calidad de imagen].

❸ Pulse [Selección de colores].

❹ Seleccione el color que desea usar.

❺ Confirme la configuración con [Aceptar].





Configuración adicional

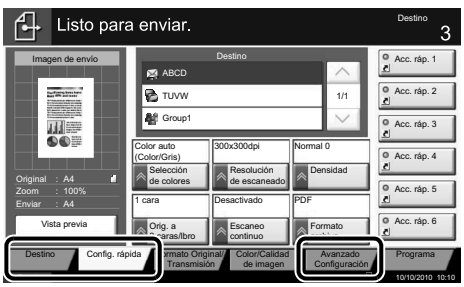
❶ Pulse la tecla **Enviar**.

❷ Pulse [Config. rápida].

Seleccione el elemento que desea cambiar. Después de cambiarlo, confirme la configuración con [Aceptar].

Para introducir un nombre de archivo, pulse [Avanzado Configuración]. Pulse [Ingreso de nom. archivo] y cambie el nombre. Confirme la configuración con [Aceptar].

❸ Pulse [Destino] para volver.



Uso del fax

Envío de un fax

1. Coloque los originales en el cristal de exposición o en el alimentador de documentos.
2. Pulse la tecla **FAX**.
3. Introduzca la dirección de destino.

Introducción del destino:

Introduzca el número de fax con las teclas numéricas. A continuación, pulse [Aceptar].

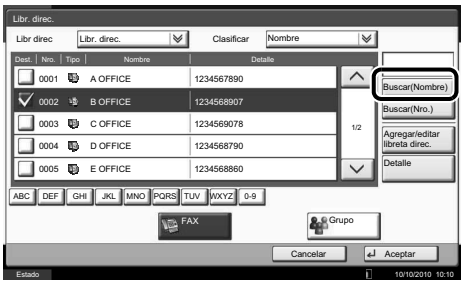
Desde la libreta de direcciones:

Pulse [Libr. direc.]. Marque la casilla de verificación para seleccionar el destino deseado de la lista. Pulse [Buscar (Nombre)] para buscar el destino. Introduzca el nombre que desea buscar. Confirme la configuración con [Aceptar].

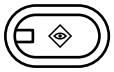
Puede elegir varios destinos.

Si desea enviar el fax a varios destinos, vuelva al paso 3.

4. Para enviar el fax, pulse la tecla **Inicio**.



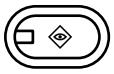
Cancelación de un trabajo de fax



1. Pulse la tecla **Est./Canc. Trab.**
2. Prulse [Enviando trabajos].
3. Seleccione el trabajo que desea cancelar y pulse [Cancelar].
4. Confirme la configuración con [Sí].

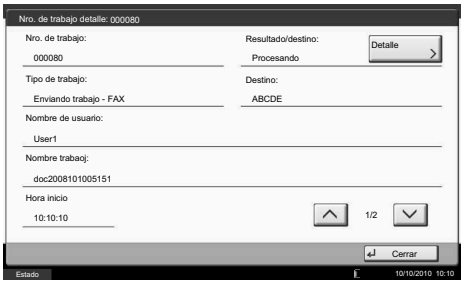
La comunicación se cancela.

Comprobación del resultado de transmisión



1. Pulse la tecla **Est./Canc. Trab.**
2. Pulse [Enviando trabajos].
3. Pulse [Registrar].
4. En Tipo tbjo., seleccione [FAX].
5. Seleccione el trabajo que desea comprobar.
6. Pulse [Detalle].

Se muestran los detalles.



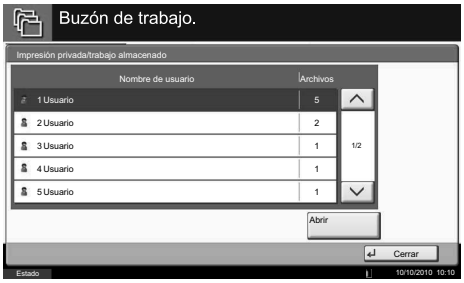
Para obtener más información, consulte el guía de uso disponible en el DVD proporcionado.

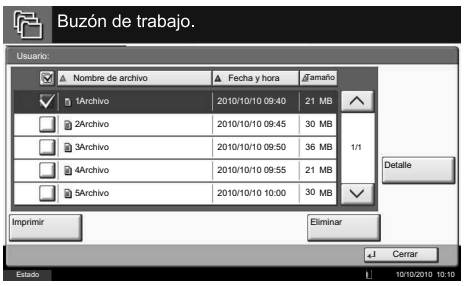
Impresión privada

Nota: Para activar la impresión privada desde el PC, seleccione la ficha **Trabajo** en el controlador de impresora y haga clic en [Impresión privada]. La sección [Nombre del trabajo] le permite escribir directamente su nombre.

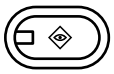
1. Pulse la tecla **Buzón Docum**.
2. Pulse [Buzón de trabajo].
3. Seleccione el usuario que ha creado el trabajo de impresión privada.
4. Seleccione el documento que desea imprimir de la lista.
5. Pulse [Imprimir]. Si el documento está protegido con contraseña, escriba el PIN con las teclas numéricas.
6. Pulse [Inic impr] para iniciar la impresión.

Nota: Si se pulsa [Eliminar] se pueden cancelar los trabajos.



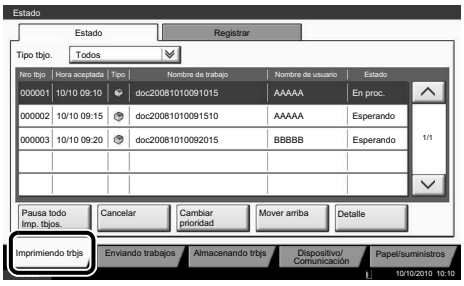


Cancelación de un trabajo de impresión



1. Pulse la tecla **Est./Canc. Trab.**
2. Pulse [Imprimiendo trbjs].
3. Seleccione el trabajo que desea cancelar y pulse [Cancelar].
4. Confirme la configuración con [Sí].

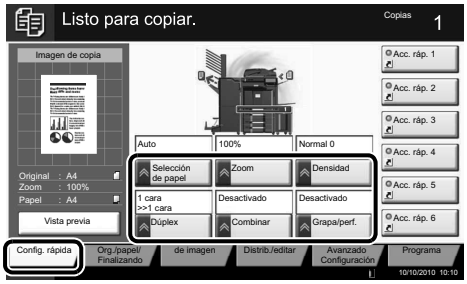
El trabajo se cancela.



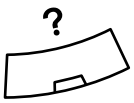
Uso de la copia

Preparativos

1. Coloque los originales en el cristal de exposición o en el alimentador de documentos.
2. Pulse la tecla **Copiar**.
3. Introduzca el número de copias con las teclas numéricas.
4. Elija [Selección de papel], [Dúplex], [Zoom], [Combinar], [Densidad] o [Grapa/perf.] (opcional) en el submenú de la pantalla principal.
5. Confirme la configuración con [Aceptar].
6. Pulse la tecla **Inicio** de color verde.



Ayuda



La tecla **Ayuda** está disponible en el panel de control de esta máquina. Si no está seguro de cómo usar la máquina, desea obtener más información sobre sus funciones o tiene problemas para que la máquina funcione correctamente, pulse la tecla **Ayuda** para ver una explicación detallada del panel digital.

Para obtener más información, consulte el guía de uso disponible en el DVD proporcionado.

E-Mail versenden

DE

Sendung ausführen

1. Legen Sie die Vorlage auf das Vorlagenglas oder in den Vorlageneinzug.
2. Drücken Sie die Taste **Senden**.
3. Wählen Sie den E-Mailempfänger aus.

Aus dem Adressbuch:

Tippen Sie auf [Adressbuch]. Aktivieren Sie den Kontrollkasten links, um ein Ziel aus der Liste zu wählen. Tippen Sie auf [Suchen (Name)], um ein Ziel zu suchen. Geben Sie den zu suchenden Namen ein. Bestätigen Sie mit [OK].

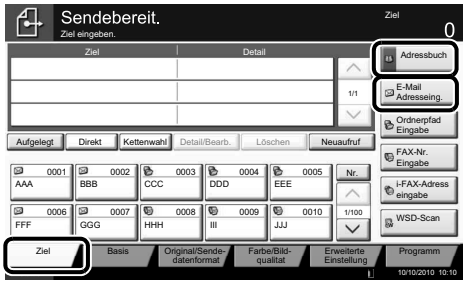
Wiederholen Sie die Schritte zum Senden an mehrere Empfänger.

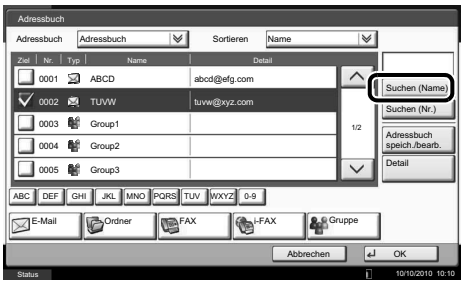
Eingabe einer E-Mail Adresse:

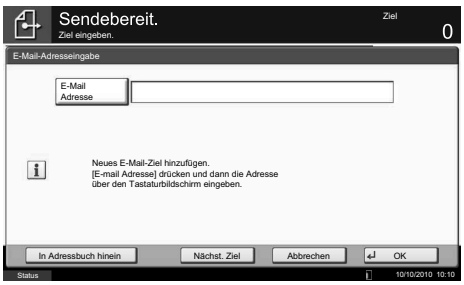
Tippen Sie auf [E-Mail Adresseing.] und [E-Mail Adresse]. Geben Sie die E-Mail Adresse über die angezeigte Tastatur ein. Bestätigen Sie mit [OK].

Zum Senden an mehrere Empfänger, gehen Sie zu Schritt 3.

4. Drücken Sie zum Versenden der E-Mail die Taste **Start**.

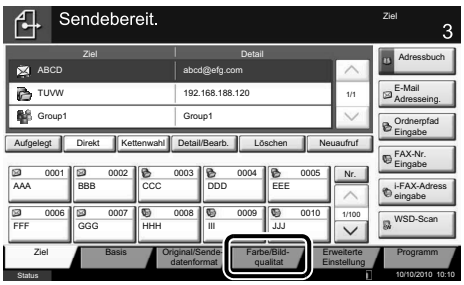


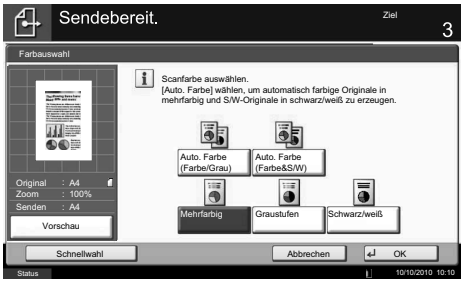




Scanart wählen

1. Drücken Sie die Taste **Senden**.
2. Tippen Sie auf [Farbe/Bildqualität].
3. Tippen Sie auf [Farb Auswahl].
4. Wählen Sie die geeignete Scanart aus.
5. Bestätigen Sie mit [OK].





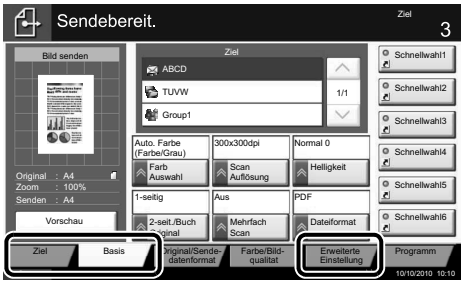
Weitere Einstellungen

1. Drücken Sie die Taste **Senden**.
2. Tippen Sie auf [Basis].

Öffnen und ändern Sie eine Einstellung Ihrer Wahl. Bestätigen Sie mit [OK].

Zur Eingabe eines Dateinamens tippen Sie auf [Erweiterte Einstellung]. Tippen Sie auf [Dateinamen Eingabe] und ändern Sie den Dateinamen. Bestätigen Sie mit [OK].

3. Tippen Sie auf [Ziel], um zum Hauptmenü zurückzukehren.



Fax senden

1. Legen Sie die Vorlage auf das Vorlagenglas oder in den Vorlageneinzug.
2. Drücken Sie die Taste **FAX**.
3. Wählen Sie den Faxempfänger aus.

Eingabe einer Faxnummer:

Geben Sie die Faxnummer über die Zifferntasten ein. Drücken Sie dann auf [OK].

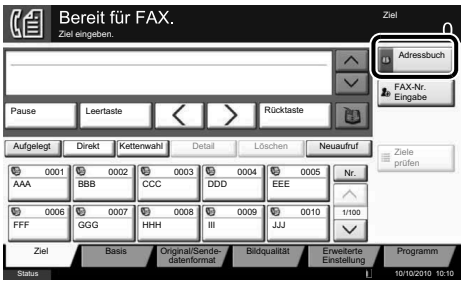
Aus dem Adressbuch:

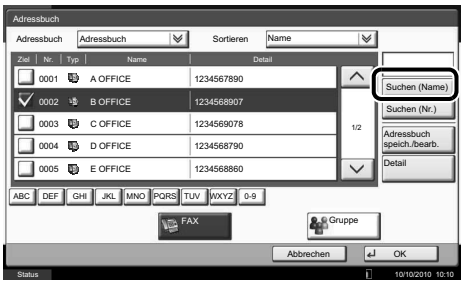
Tippen Sie auf [Adressbuch]. Aktivieren Sie den Kontrollkasten links, um ein Ziel aus der Liste zu wählen. Tippen Sie auf [Suchen (Name)], um ein Ziel zu suchen. Geben Sie den zu suchenden Namen ein. Bestätigen Sie mit [OK].

Wiederholen Sie die Schritte zum Senden an mehrere Empfänger.

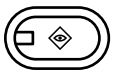
Zum Senden an mehrere Empfänger, gehen Sie zu Schritt 3.

4. Drücken Sie zum Versenden des Fax die Taste **Start**.



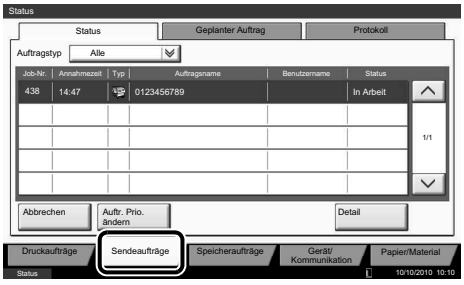


Sendung löschen

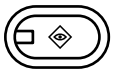


1. Drücken Sie die Taste **Status/ Druckabbr.**.
2. Tippen Sie auf [Sendeaufträge].
3. Wählen Sie die Sendung aus, die abgebrochen werden soll, indem Sie die Sendung antippen. Tippen Sie auf [Abbrechen].
4. Bestätigen Sie mit [Ja].

Die Sendung wird abgebrochen.

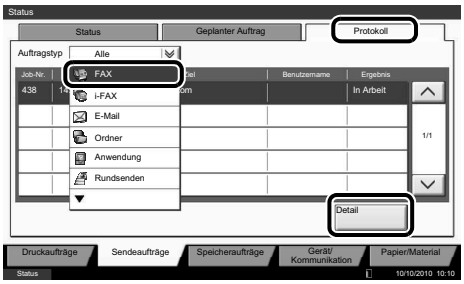


Sendeergebnis prüfen



1. Drücken Sie die Taste **Status/ Druckabbr.**.
2. Tippen Sie auf [Sendeaufträge].
3. Tippen Sie auf [Protokoll].
4. Unter Auftragstyp, wählen Sie [FAX].
5. Wählen Sie die Sendung aus, die geprüft werden soll, indem Sie die Sendung antippen.
6. Tippen Sie auf [Detail].

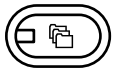
Die Details zur Sendung werden angezeigt.



Mehr Informationen in der Bedienungsanleitung der beigepackten DVD.

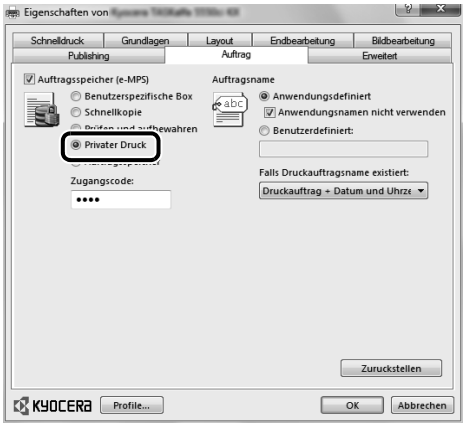
Privater Druck

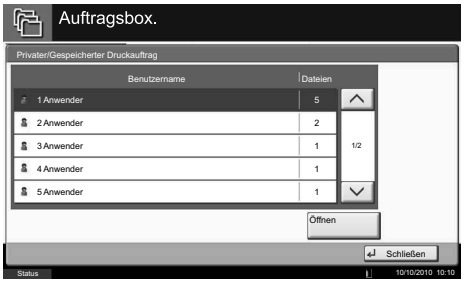
Hinweis: Für PIN-Druck muss im Reiter **Auftrag** im Druckertreiber die Funktion [Privater Druck] aktiviert werden und eine 4-stellige PIN eingetragen werden. Im Feld [Auftragsname] können Sie auch direkt Ihren Benutzernamen eintragen.

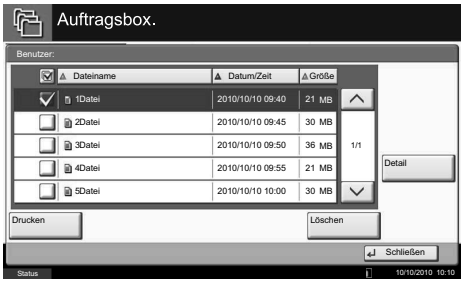


1. Drücken Sie die Taste **Dokumentenbox**.
2. Tippen Sie auf [Auftragsbox].
3. Wählen Sie den Benutzer des privaten Drucks aus.
4. Wählen Sie das zu druckende Dokument aus der Liste aus.
5. Tippen Sie auf [Drucken]. Wenn das Dokument mit einem Passwort geschützt ist, geben Sie die PIN über die Zifferntasten ein.
6. Tippen Sie auf [Druck starten], um den Ausdruck zu starten.

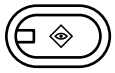
Hinweis: Durch Tippen auf [Löschen] kann der Auftrag gelöscht werden.





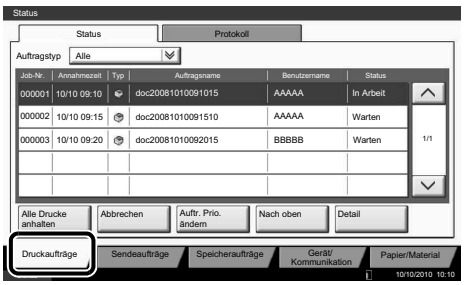


Druckauftrag löschen



1. Drücken Sie die Taste **Status/Druckabbr.**.
2. Tippen Sie auf [Druckaufträge].
3. Wählen Sie den zu löschenden Druckauftrag aus und tippen Sie auf [Abbrechen].
4. Bestätigen Sie mit [Ja].

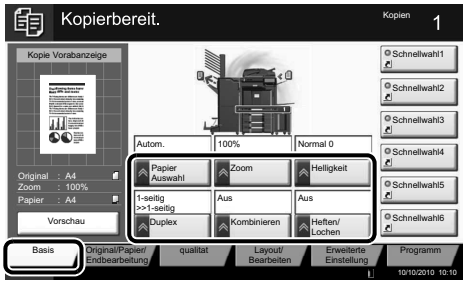
Der Druckauftrag wird gelöscht.



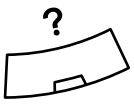
Kopieren

Kopie vorbereiten

1. Legen Sie die Vorlage auf das Vorlagenglas oder in den Vorlageneinzug.
2. Drücken Sie die Taste **Kopieren**.
3. Geben Sie die Kopienanzahl über die Zifferntasten ein.
4. Wählen Sie [Papier Auswahl], [Duplex], [Zoom], [Kombinieren], [Helligkeit] oder [Heften/Lochen] (optional) im Untermenü aus der Hauptauswahl.
5. Bestätigen Sie die Einstellungen mit [OK].
6. Drücken Sie die Taste **Start**, um den Kopiervorgang zu starten.



Hilfe



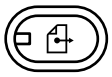
Eine **Hilfe** Taste befindet sich auf dem Bedienfeld. Falls Sie weitere Informationen zum Betrieb des Systems benötigen oder nicht das gewünschte Ergebnis produziert wird, drücken Sie die **Hilfe** Taste, die Ihnen weitere Informationen angezeigt.

Mehr Informationen in der Bedienungsanleitung der beigepackten DVD.

Lavori E-mail

IT

Invio

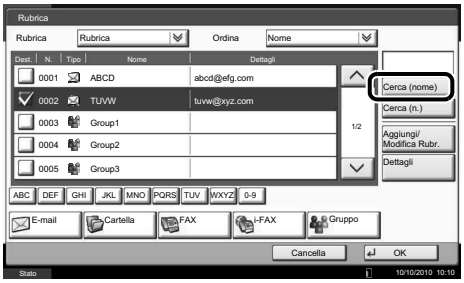


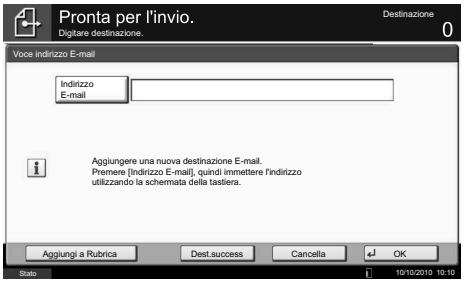
1. Posizionare gli originali sulla lastra di esposizione o nell'alimentatore di originali.
2. Premere il tasto **Invio**.
3. Specificare l'indirizzo della destinazione.

Immissione da rubrica:
Premere [Rubrica]. Attivare la casella di spunta per selezionare la destinazione desiderata dall'elenco. Premere [Cerca (nome)] per ricercare la destinazione. Immettere il nome della destinazione da ricercare. Premere [OK] per confermare. Si possono selezionare più destinazioni.

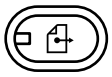
Immissione di un indirizzo E-mail:
Premere [Voce indir. E-mail] e [Indirizzo E-mail]. Immettere l'indirizzo E-mail nel relativo campo sulla schermata e premere [OK].
Per inviare una E-mail a più contatti, tornare al punto 3.

4. Per inviare l'E-mail, premere il tasto **Avvio**.

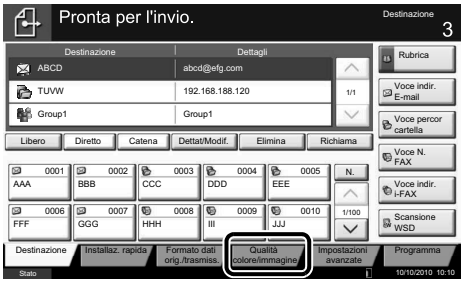


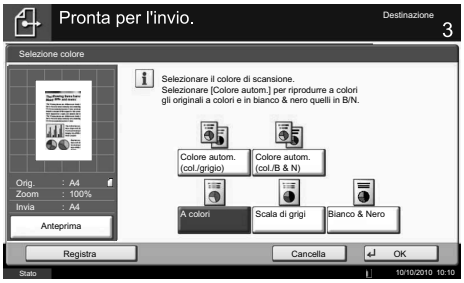


Impostazioni scansione

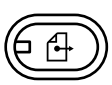


1. Premere il tasto **Invio**.
2. Premere [Qualità colore/immagine].
3. Premere [Selezione colore].
4. Scegliere il colore da utilizzare.
5. Premere [OK] per confermare.





Altre impostazioni



1. Premere il tasto **Invio**.
2. Premere [Installaz. rapida].

Scegliere la voce da modificare. Premere [OK] per confermare la modifica.
Per immettere un nome file premere [Impostazioni avanzate]. Premere [Nome file Voce] e modificare il nome. Premere [OK] per confermare la modifica.

3. Premere [Destinazione] per ritornare alla schermata precedente.

Lavori Fax

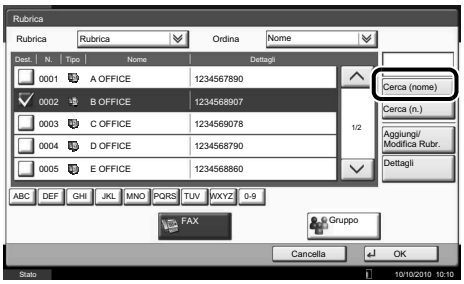
Invio di un fax

1. Posizionare gli originali sulla lastra di esposizione o nell'alimentatore di originali.
2. Premere il tasto **FAX**.
3. Specificare l'indirizzo della destinazione.

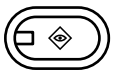
Immissione della destinazione:
Immettere il numero di fax utilizzando i tasti numerici. Quindi, premere [OK].

Immissione da rubrica:
Premere [Rubrica]. Attivare la casella di spunta per selezionare la destinazione desiderata dall'elenco. Premere [Cerca (nome)] per ricercare la destinazione. Immettere il nome della destinazione da ricercare. Premere [OK] per confermare. Si possono selezionare più destinazioni. Per inviare un fax a più destinazioni, tornare al punto 3.

4. Per inviare il fax, premere il tasto **Avvio**.

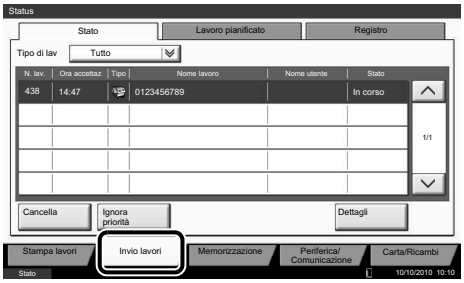


Annullamento di un lavoro fax

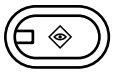


1. Premere il tasto **Status/Canc. Lav.**
2. Premere [Invio lavori].
3. Selezionare il lavoro da annullare e premere [Cancella].
4. Confermare con [Sì].

La comunicazione viene annullata.

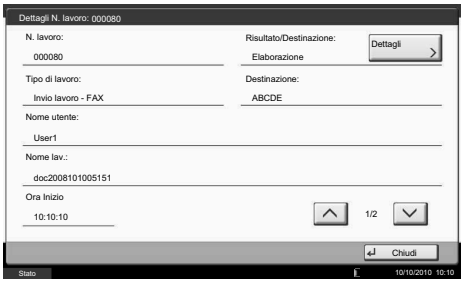


Controllo del risultato di trasmissione



1. Premere il tasto **Status/Canc. Lav.**
2. Premere [Invio lavori].
3. Premere [Registro].
4. In Tipo di lav, selezionare [FAX].
5. Selezionare il lavoro da controllare.
6. Premere [Dettagli].

Vengono visualizzati i dettagli del lavoro.



Per maggiori informazioni vedere il Guida Alle Funzioni sul DVD fornito.

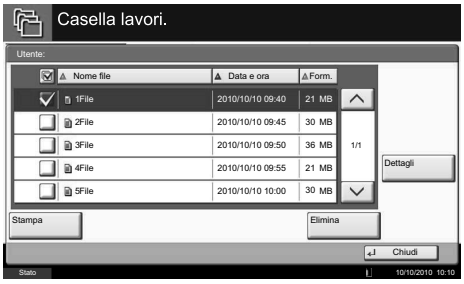
Stampa privata

Nota: Per attivare la stampa privata da PC, selezionare la scheda **Lavoro** nel driver di stampa e fare clic su [Stampa privata].

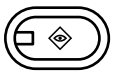
Nella sezione [Nome lavoro] è possibile digitare direttamente il proprio nome.

1. Premere il tasto **Box Documenti**.
2. Premere [Casella lavori].
3. Selezionare il proprietario del lavoro di stampa privata.
4. Selezionare dall'elenco il documento da stampare.
5. Premere [Stampa]. Se il documento è protetto da password, digitare il PIN con i tasti numerici.
6. Premere [Avvia stampa] per avviare la stampa.

Nota: Per annullare i lavori, premere [Elimina].

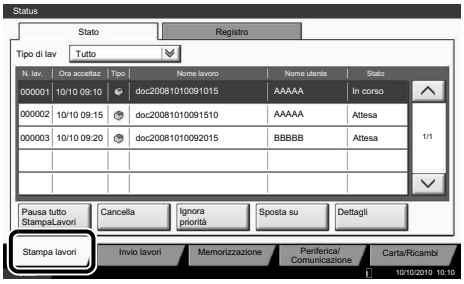


Annullamento di un lavoro di stampa



1. Premere il tasto **Status/Canc. Lav.**
2. Premere [Stampa lavori].
3. Scegliere il lavoro da annullare e premere [Cancella].
4. Confermare con [Sì].

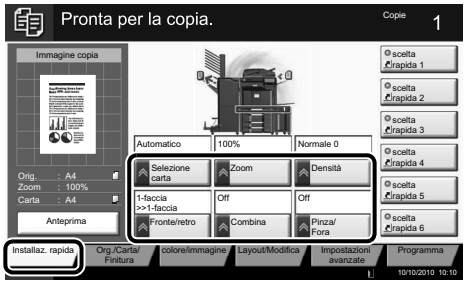
Il lavoro viene annullato.



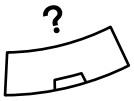
Lavori di Copiatura

Preparazione

1. Posizionare gli originali sulla lastra di esposizione o nell'alimentatore di originali.
2. Premere il tasto **Copia**.
3. Specificare il numero di copie con i tasti numerici.
4. Scegliere [Selezione carta], [Fronte/retro], [Zoom], [Combina], [Densità] o [Pinza/Fora] (opzionale) nel menu secondario accessibile dalla schermata principale.
5. Confermare le impostazioni con [OK].
6. Premere il tasto **Avvio**.



Guida



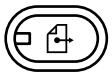
Sul pannello comandi di questi sistemi è previsto il tasto **Guida**. In caso di dubbi sulle modalità operative del sistema, premere il tasto **Guida** per visualizzare sul pannello a sfioramento un, esaustiva guida in linea in cui reperire le informazioni desiderate su una funzione o le soluzioni per risolvere eventuali problemi di corretto funzionamento della periferica.

Per maggiori informazioni vedere il Guida Alle Funzioni sul DVD fornito.

E-MAILS

FR

Envoi



❶ Placez les originaux sur la glace d'exposition ou dans le chargeur de documents.

❷ Appuyer sur la touche **Envoyer**.

❸ Saisissez l'adresse du destinataire.

À partir du carnet d'adresses:

Appuyez sur [Carnet d'adr]. Appuyez sur la case à cocher pour sélectionner le destinataire dans la liste. Appuyez sur [Recherche(Nom)] pour trouver le destinataire. Saisissez le nom que vous recherchez. Confirmez avec [OK].

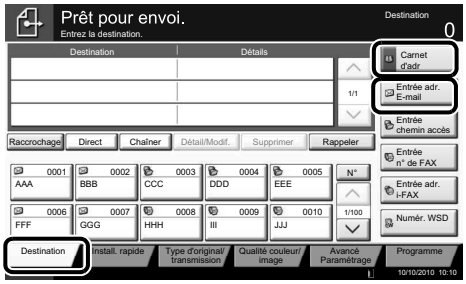
Vous pouvez choisir plusieurs destinataires.

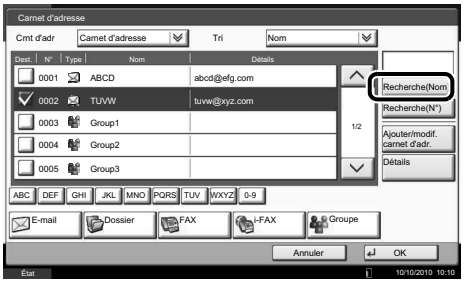
Saisie d'une adresse E-mail:

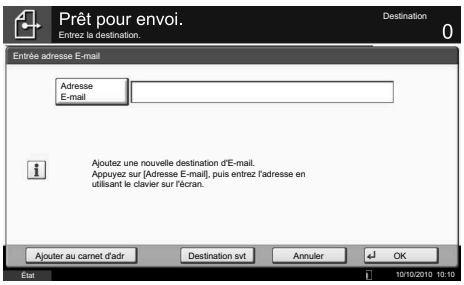
Appuyez sur [Entrée adr. E-mail] et [Adresse E-mail]. Saisissez l'adresse E-mail sur l'écran tactile, puis appuyez sur [OK].

Si vous souhaitez envoyer l'E-mail à plusieurs destinataires, revenez à l'étape 3.

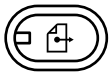
❹ Pour envoyer l'E-mail, appuyez sur la touche **Départ**.







Paramètres de numérisation



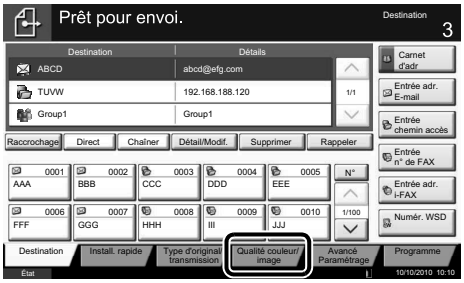
❶ Appuyer sur la touche **Envoyer**.

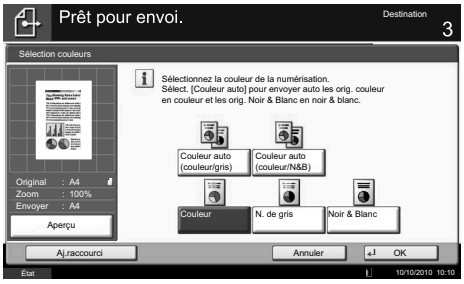
❷ Appuyez sur [Qualité couleur/image].

❸ Appuyez sur [Sélection couleurs].

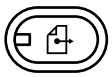
❹ Choisissez la couleur à utiliser.

❺ Confirmez avec [OK].





Paramètres supplémentaires



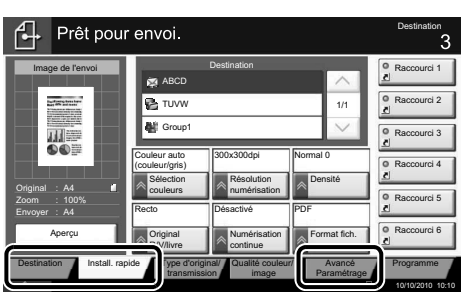
❶ Appuyer sur la touche **Envoyer**.

❷ Appuyez sur [Install. rapide].

Choisissez un élément à modifier et confirmez avec [OK] après la modification.

Pour saisir un nom de fi chier, appuyez sur [Avancé Paramétrage]. Appuyez sur [Entrée nom fichier] et modifiez le nom. Confirmez avec [OK].

❸ Appuyez sur [Destination] pour retourner au menu précédent.



Télécopie

Envoi d'un fax

❶ Placez les originaux sur la glace d'exposition ou dans le chargeur de documents.

❷ Appuyer sur la touche **FAX**.

❸ Saisissez l'adresse du destinataire.

Saisie de la destination:

Saisissez le numéro du fax avec les touches numériques, puis appuyez sur [OK].

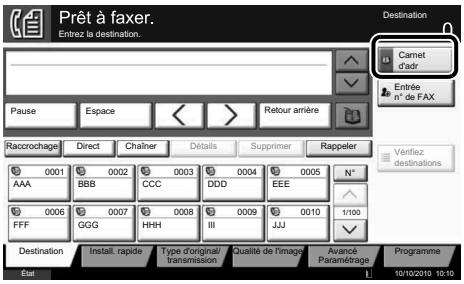
À partir du carnet d'adresses:

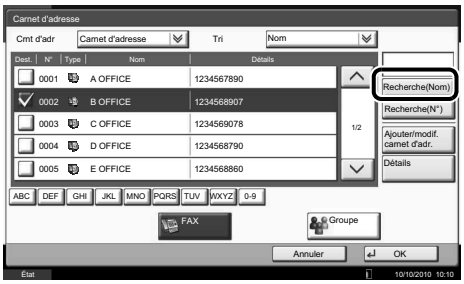
Appuyez sur [Carnet d'adr]. Appuyez sur la case à cocher pour sélectionner le destinataire dans la liste. Appuyez sur [Recherche(Nom)] pour trouver le destinataire. Saisissez le nom que vous recherchez. Confirmez avec [OK].

Vous pouvez choisir plusieurs destinataires.

Si vous souhaitez envoyer le fax à plusieurs destinataires, revenez à l'étape 3.

❹ Pour envoyer le fax, appuyez sur la touche **Départ**.





Annulation d'un fax

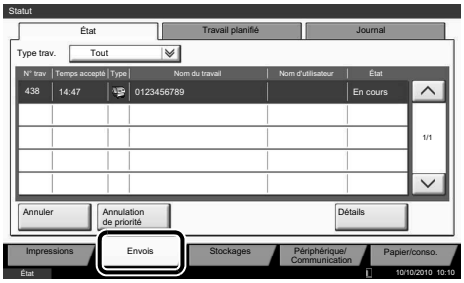
❶ Appuyer sur la touche **Statut/Annul. Job**.

❷ Appuyez sur [Envois].

❸ Choisissez le travail à annuler et appuyez sur [Annuler].

❹ Confirmez avec [Oui].

La communication est annulée.



Vérifier le résultat de la transmission

❶ Appuyer sur la touche **Statut/Annul. Job**.

❷ Appuyez sur [Envois].

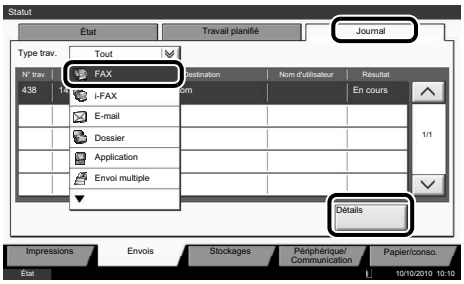
❸ Appuyez sur [Journal].

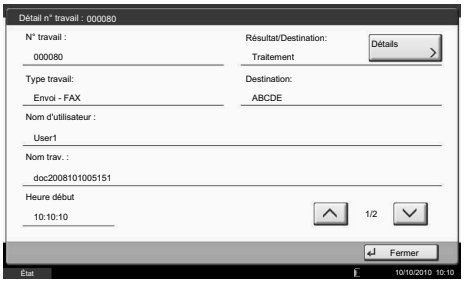
❹ Dans Type trav., sélectionnez [FAX].

❺ Sélectionnez un travail à contrôler.

❻ Appuyez sur [Détails].

Les détails sont affichés.

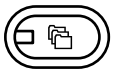




Pour plus de renseignements, consultez le manuel de l'utilisation sur le DVD fourni.

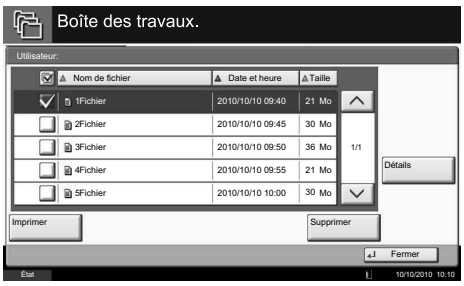
Impression privée

Note: pour activer l'impression privée à partir du PC, sélectionnez l'onglet **Travail** du pilote de l'imprimante et cliquez sur [Impression privée].
La section [Nom du travail] vous permet de saisir directement votre nom.

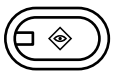


1. Appuyer sur la touche **Boîte de document**.
2. Appuyez sur [Boîte des travaux].
3. Sélectionnez le créateur du travail d'impression privée.
4. Sélectionnez le document à imprimé dans la liste.
5. Appuyez sur [Imprimer]. Si le document est protégé par mot de passe, saisissez le code PIN avec les touches numériques.
6. Appuyez sur [Lancer impr.] pour lancer l'impression.

Note: les travaux peuvent être annulés en appuyant sur [Supprimer].

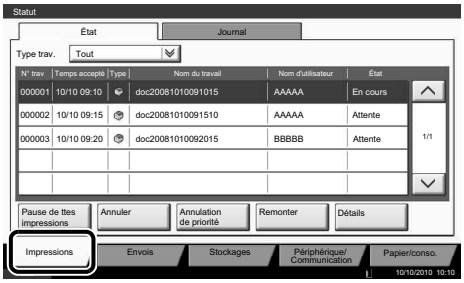


Annuler une impression



1. Appuyer sur la touche **Statut/Annul. Job**.
2. Appuyez sur [Impressions].
3. Choisissez le travail à annuler et appuyez sur [Annuler].
4. Confirmez avec [Oui].

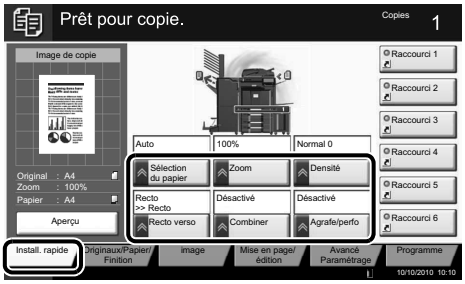
Le travail est annulé.



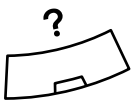
Copie

Préparation

1. Placez les originaux sur la glace d'exposition ou dans le chargeur de documents.
2. Appuyer sur la touche **Copier**.
3. Saisissez le nombre de copies avec les touches numériques.
4. Choisissez [Sélection du papier], [Recto verso], [Zoom], [Combiner], [Densité] OU [Agrafe/perfo] (en option) dans le sous-menu à partir de l'écran principal.
5. Confirmez tous les réglages avec [OK].
6. Appuyer sur la touche **Départ**.



Aide



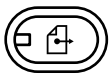
Une touche **Aide** se trouve sur le panneau de commande de la machine. Si vous n'êtes pas sûr de la façon d'utiliser la machine, si vous souhaitez plus d'informations sur ses fonctions ou si vous avez des problèmes pour faire fonctionner correctement la machine, appuyez sur la touche **Aide** pour afficher une explication détaillée sur l'écran tactile.

Pour plus de renseignements, consultez le manuel de l'utilisation sur le DVD fourni.

E-mailen

NL

Verzenden



1. Plaats de originelen op de glasplaat of in de documenttoevoer.
2. Druk op de **Verzenden**-toets.
3. Voer het bestemmingsadres in.

Vanuit het adresboek:

Druk op [Adresboek]. Vink het vakje aan om de gewenste bestemming uit de lijst te kiezen. Druk op [Zoeken(naam)] om de bestemming op te zoeken. Voer de naam die u zoekt in. Bevestig met [OK].

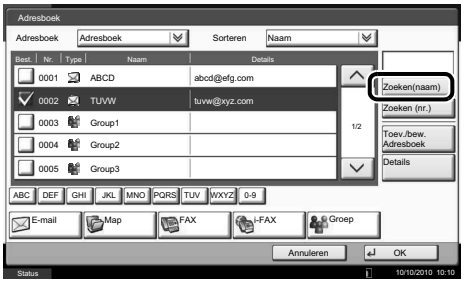
U kunt meerdere bestemmingen kiezen.

Een e-mailadres invoeren:

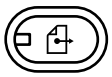
Druk op [E-mailadres invoeren] en [E-mailadres]. Voer het e-mailadres in via het touchscreen. Druk daarna op [OK].

Als u de e-mail naar meerdere bestemmingen wilt verzenden, keer dan terug naar stap 3.

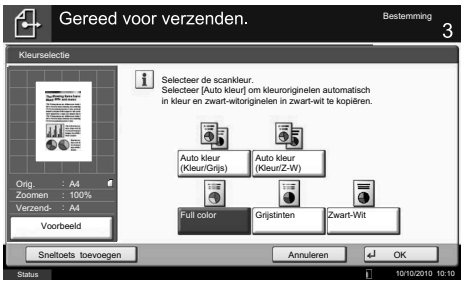
4. Druk, om de e-mail te verzenden, op de **Start**-toets.



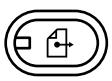
Scaninstellingen



1. Druk op de **Verzenden**-toets.
2. Druk op [Kleur/beeldkwaliteit].
3. Druk op [Kleurselectie].
4. Kies de kleur die u wilt gebruiken.
5. Bevestig met [OK].



Overige instellingen



1. Druk op de **Verzenden**-toets.
2. Druk op [Snelle instellingen].

Kies de instelling die u wilt wijzigen. Bevestig na het wijzigen met [OK].

Druk, om een bestandsnaam in te voeren, op [Geavanceerde instellingen]. Druk op [Bestandsnaam invoeren] en wijzig de naam. Bevestig met [OK].

3. Druk op [Bestemming] om terug te keren.

Faxen

Verzenden van een fax

1. Plaats de originelen op de glasplaat of in de documenttoevoer.
2. Druk op de **FAX**-toets.
3. Voer het bestemmingsadres in.

De bestemming invoeren:

Voer het faxnummer in met de cijfertoetsen. Druk daarna op [OK].

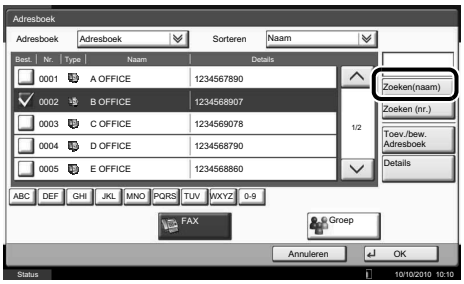
Vanuit het adresboek:

Druk op [Adresboek]. Vink het vakje aan om de gewenste bestemming uit de lijst te kiezen. Druk op [Zoeken(naam)] om de bestemming op te zoeken. Voer de naam die u zoekt in. Bevestig met [OK].

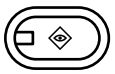
U kunt meerdere bestemmingen kiezen.

Als u de fax naar meerdere bestemmingen wilt verzenden, keer dan terug naar stap 3.

4. Druk, om de fax te verzenden, op de **Start**-toets.

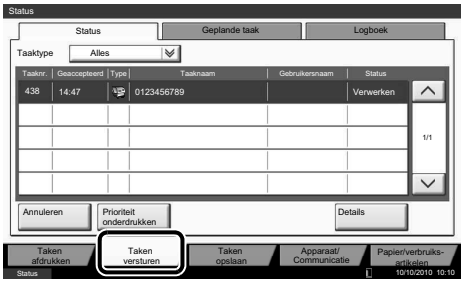


Annuleren van een faxtaak

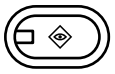


1. Druk op de **Status/Taak annuleren**-toets.
2. Druk op [Taken versturen].
3. Kies de taak die u wilt annuleren en druk op [Annuleren].
4. Bevestig met [Ja].

De verzending is geannuleerd

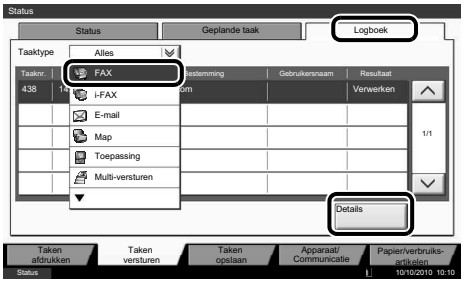


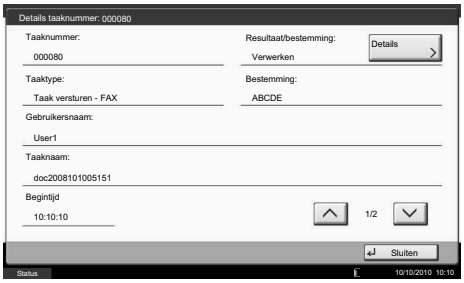
Controleren van het verzend-resultaat



1. Druk op de **Status/Taak annuleren**-toets.
2. Druk op [Taken versturen].
3. Druk op [Logboek].
4. Kies onder Taaktype, [FAX].
5. Kies de taak die u wilt controleren.
6. Druk op [Details].

De details worden weergegeven.





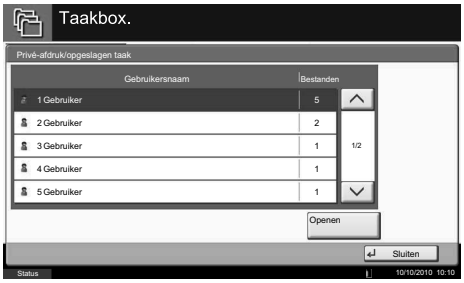
Raadpleeg voor meer details de gebruikershandleiding op de bijverpakte dvd.

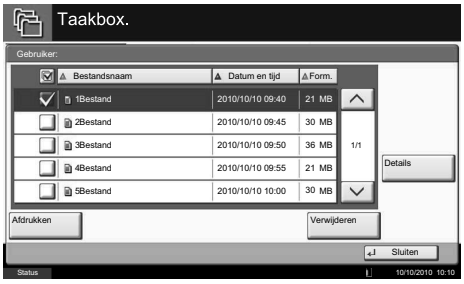
Privéafdrukken

Opmerking: Kies voor een privé-afdruk vanaf de pc het tabblad **Taak** in de printerdriver en klik op [Privé-afdrukken]. In het veld met de [Taaknaam] kunt u rechtstreeks uw eigen naam intypen.

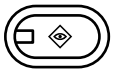
1. Druk op de **Documentbox**-toets.
2. Druk op [Taakbox].
3. Kies de maker van de privé-afdruktaak.
4. Kies het document dat u wilt afdrukken uit de lijst.
5. Druk op [Afdrukken]. Als het document beveiligd is met een wachtwoord, voer dan de PIN in met de cijfertoetsen.
6. Druk op [Start afdruk] om het afdrukken te starten.

Opmerking: U kunt taken annuleren door op [Verwijderen] te drukken.



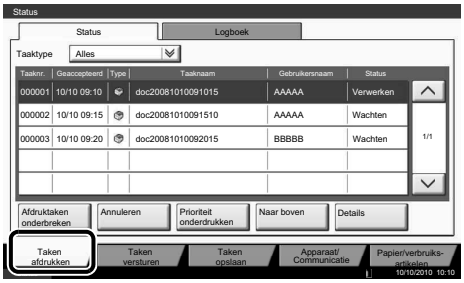


Annuleren van een afdruktaak



1. Druk op de **Status/Taak annuleren**-toets.
2. Druk op [Taken afdrukken].
3. Kies de taak die u wilt annuleren en druk op [Annuleren].
4. Bevestig met [Ja].

De taak is geannuleerd.

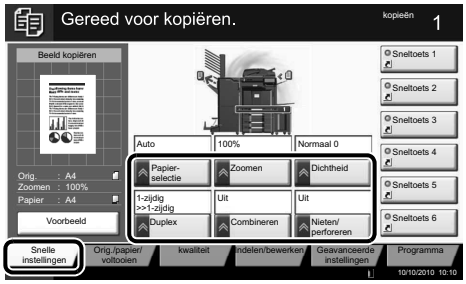


NL

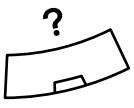
Kopiëren

Voorbereiding

1. Plaats de originelen op de glasplaat of in de documenttoevoer.
2. Druk op de **Kopiëren**-toets.
3. Voer het aantal kopieën in met de cijfertoetsen.
4. Kies [Papierselectie], [Duplex], [Zoomen], [Combineren], [Dichtheid] OF [Nieten/perforeren] (optioneel) in het submenu van het hoofdscherm.
5. Bevestig alle instellingen met [OK].
6. Druk op de groene toets **Start**.



Hulp



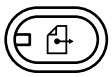
Op het bedieningspaneel van het apparaat bevindt zich een **Help**-toets. Mocht u twijfels hebben over de bediening van het apparaat, wilt u meer informatie over de functies of heeft u problemen met het apparaat, druk dan op de **Help**-toets om een uitgebreide beschrijving weer te geven op het aanraakscherm.

Raadpleeg voor meer details de gebruikershandleiding op de bijverpakte dvd.

Bruke e-post

NO

Sende



1. Plasser originalene på glassplaten eller i dokumentmateren.
2. Trykk **Send**-tasten.
3. Skriv inn måladressen.

Fra adresseboken:

Trykk [Adressebok]. Trykk på avmerkingsboksen for å velge det ønskede målet fra listen. Trykk [Søk (navn)] for å finne målet. Skriv inn navnet du søker etter. Bekreft med [OK].

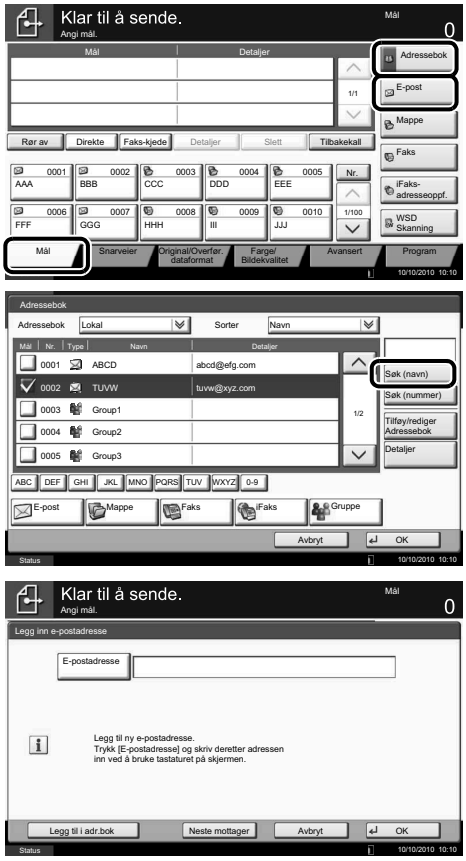
Du kan velge flere mål.

Skrive inn en e-postadresse:

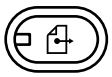
Trykk [E-post] og [E-postadresse]. Skriv inn e-postadressen på berøringspanelet. Trykk deretter [OK].

Hvis du vil sende e-posten til flere mål, går du tilbake til trinn 3.

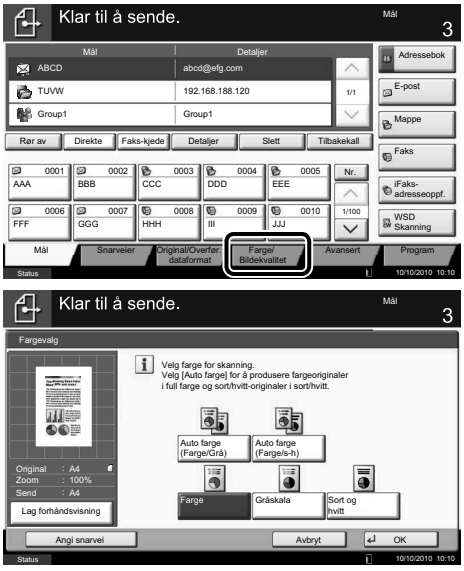
4. For å sende e-posten, trykk på **Start**-tasten.



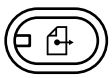
Skanne-innstillinger



1. Trykk **Send**-tasten.
2. Trykk [Farge/Bildekvalitet].
3. Trykk [Fargevalg].
4. Velg fargen som skal brukes.
5. Bekreft med [OK].



Flere innstillinger

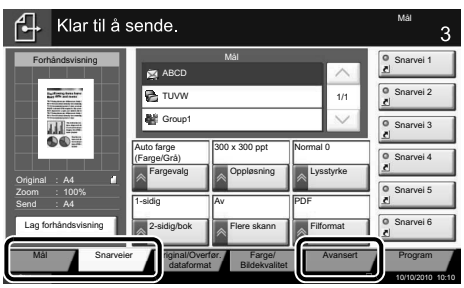


1. Trykk **Send**-tasten.
2. Trykk [Snarveier].

Velg et element som skal endres. Når du har endret, bekreft med [OK].

For å skrive inn filnavnet, trykk [Avansert]. Trykk [Filnavn] og endre navnet. Bekreft med [OK].

3. Trykk [Mål] for å gå tilbake.



NO

Bruke faks

Sende en faks

1. Plasser originalene på glassplaten eller i dokumentmateren.
2. Trykk **FAX**-tasten.
3. Skriv inn måladressen.

Skriv inn målet:

Skriv inn faksnummeret med nummertastene. Trykk deretter [OK].

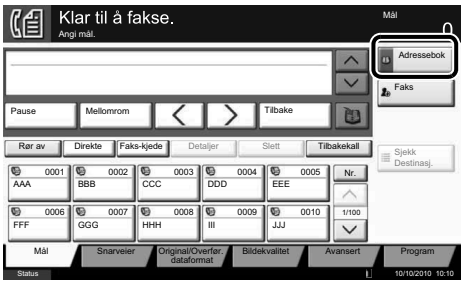
Fra adresseboken:

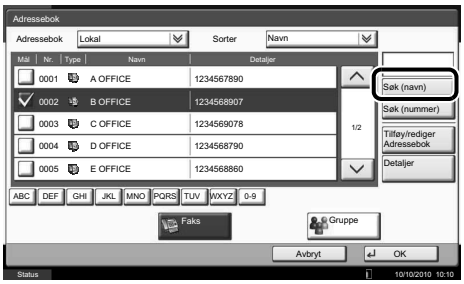
Trykk [Adressebok]. Trykk på avmerkingsboksen for å velge det ønskede målet fra listen. Trykk [Søk (navn)] for å finne målet. Skriv inn navnet du søker etter. Bekreft med [OK].

Du kan velge flere mål.

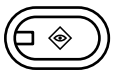
Hvis du vil sende faksen til flere mål, går du tilbake til trinn 3.

4. For å sende faksen, trykk på **Start**-tasten.



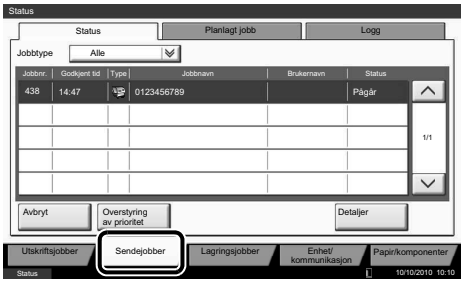


Avbryte faksjobb

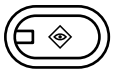


1. Trykk **Status/job Cancel**-tasten.
2. Trykk [Sendejobber].
3. Velg jobben som skal avbrytes, og trykk [Avbryt].
4. Bekreft med [Ja].

Kommunikasjonen avbrytes.

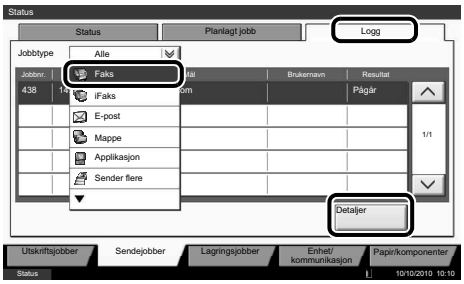


Kontrollere overførings-resultat



1. Trykk **Status/job Cancel**-tasten.
2. Trykk [Sendejobber].
3. Trykk [Logg].
4. Under Jobbtype, velg [Faks].
5. Velg en jobb som skal kontrolleres.
6. Trykk [Detaljer].

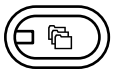
Detaljene vises.



For mer informasjon, se Operatørhåndboken på DVD-platen som følger med.

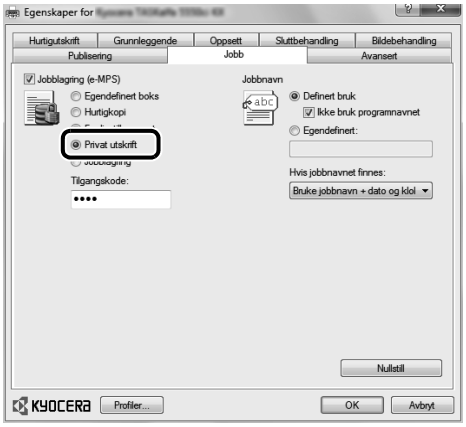
Privat utskrift

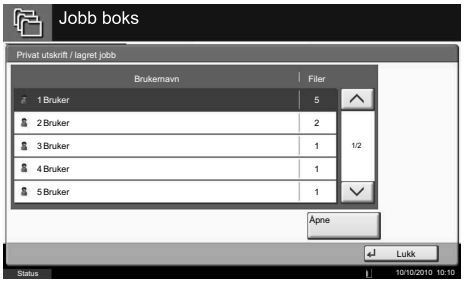
Merk: For å aktivere privat utskrift fra PCen, velg **jobb** fanen i skriverdriveren, og trykk [Privat utskrift].
I seksjonen [Jobbnavn] kan du skrive inn navnet ditt direkte.

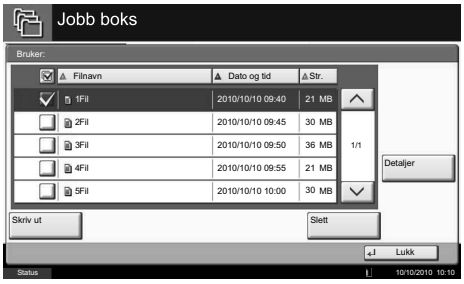


1. Trykk **Document Box**-tasten.
2. Trykk [Jobb boks].
3. Velg skaperen av den private utskriftjobben.
4. Velg dokumentet som skal skrives ut fra listen.
5. Trykk [Skriv ut]. Hvis dokumentet er passordbeskyttet, skriv inn PIN-koden med talltastene.
6. Trykk [Start utskr.] for å starte utskriften.

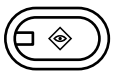
Merk: Ved å trykke på [Slett] kan jobbene avbrytes.





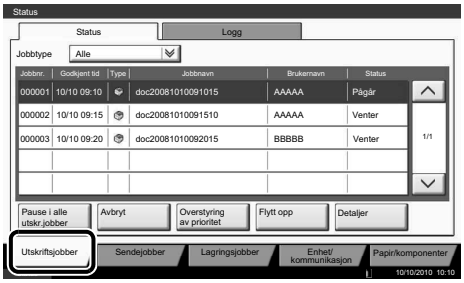


Avbryte utskriftsjobb



1. Trykk **Status/job Cancel**-tasten.
2. Trykk [Utskriftsjobber].
3. Velg jobben som skal avbrytes, og trykk [Avbryt].
4. Bekreft med [Ja].

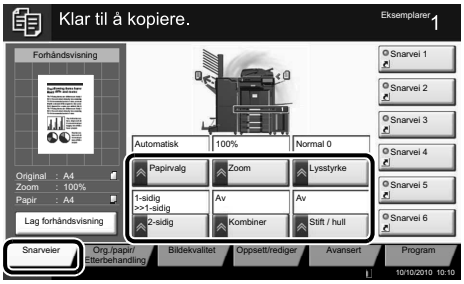
Jobben avbrytes.



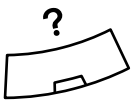
Kopiere

Klargjøring

1. Plasser originalene på glassplaten eller i dokumentmateren .
2. Trykk **Copy**-tasten.
3. Skriv inn antall kopier med nummertastene.
4. Velg [Papirvalg], [2-sidig], [Zoom], [Kombiner], [Lysstyrke] eller [Stift / hull] (tilleggsutstyr) i undermenyen fra hovedskjermen.
5. Bekreft alle innstillingene med [OK].
6. Trykk **Start**-tasten.



Hjelp



En **Help**-tast finnes på denne maskinens betjeningspanel. Hvis du er usikker på hvordan du skal bruke maskinen, hvis du vil ha mer informasjon om dens funksjoner eller hvis du har problemer med å få maskinen til å fungere på rett måte, trykk på **Help**-tasten for å vise en detaljert forklaring på berøringspanelet.

For mer informasjon, se Operatørhåndboken på DVD-platen som følger med.

E-post

SV

Skicka

❶ Lägg originalen på dokumentglaset eller i dokumentbehandlaren.

❷ Tryck på tangenten **Send**.

❸ Ange destination.

Välja i adressboken:

Tryck på [Adressbok]. Tryck på kryssrutan för att välja önskad destination i listan. Tryck på [Sök(namn)] för att hitta destinationen. Ange det namn som du vill söka efter. Bekräfta med [OK].

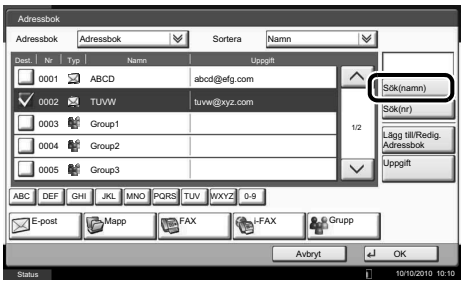
Du kan välja fl era destinationer.

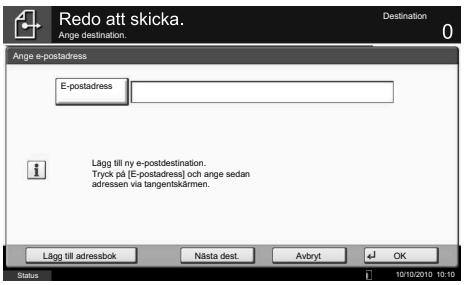
Ange e-postadress:

Tryck på [Ange e-postadress] och sedan på [E-postadress]. Ange e-postadressen på touchpanelen. Tryck sedan på [OK].

Gå tillbaka till steg 3 om du vill ange fl era destinationer.

❹ Tryck på tangenten **Start** för att skicka e-postmeddelandet.





Scannings-inställningar

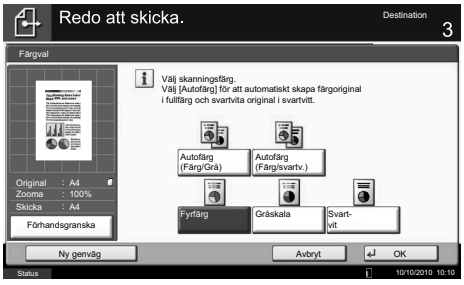
❶ Tryck på tangenten **Send**.

❷ Tryck på [Färg/Bildkvalitet].

❸ Tryck på [Färgval].

❹ Välj färg.

❺ Bekräfta med [OK].



Ytterligare inställningar

❶ Tryck på tangenten **Send**.

❷ Tryck på [Snabbinstallation].

Välj posten som ska ändras. Bekräfta ändringen med [OK].

Tryck på [Avancerad installation] för att ange ett filnamn. Tryck på [Ange filnamn] och ändra namnet. Bekräfta med [OK].

❸ Tryck på [Destination] för att gå tillbaka.

Fax

Skicka ett fax

1. Lägg originalen på dokumentglaset eller i dokumentbehandlaren.
2. Tryck på tangenten **FAX**.
3. Ange destination.

Ange faxnummer:

Ange faxnumret med hjälp av siffertangenterna. Efter det trycker du på [OK].

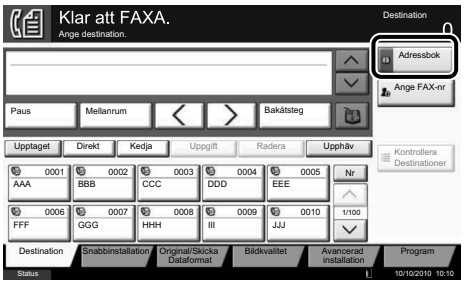
Välja i adressboken:

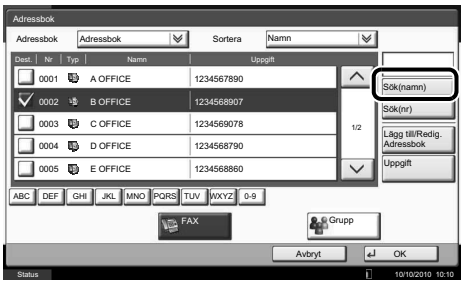
Tryck på [Adressbok]. Tryck på kryssrutan för att välja önskad destination i listan. Tryck på [Sök(namn)] för att hitta destinationen. Ange det namn som du vill söka efter. Bekräfta med [OK].

Du kan välja fl era destinationer.

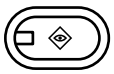
Gå tillbaka till steg 3 om du vill ange fl era destinationer.

4. Tryck på tangenten **Start** för att skicka faxet.



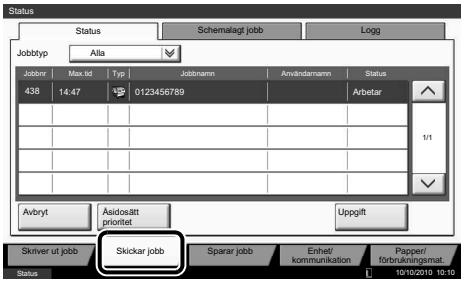


Avbryta faxjobb

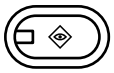


1. Tryck på tangenten **Status/Job Cancel**.
2. Tryck på [Skickar jobb].
3. Välj jobbet som ska avbrytas och tryck på [Avbryt].
4. Bekräfta med [Ja].

Kommunikationen avbryts.

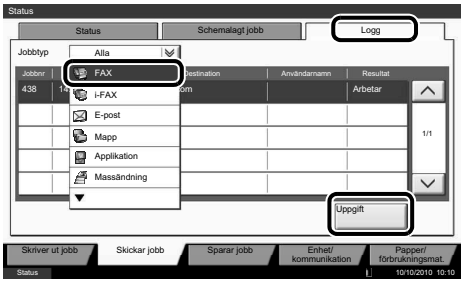


Kontrollera överföringsre sultatet



1. Tryck på tangenten **Status/Job Cancel**.
2. Tryck på [Skickar jobb].
3. Tryck på [Logg].
4. Under Jobbtyp, välj [FAX].
5. Välj ett jobb som ska kontrolleras.
6. Tryck på [Uppgift].

Uppgifter om det valda jobbet visas.



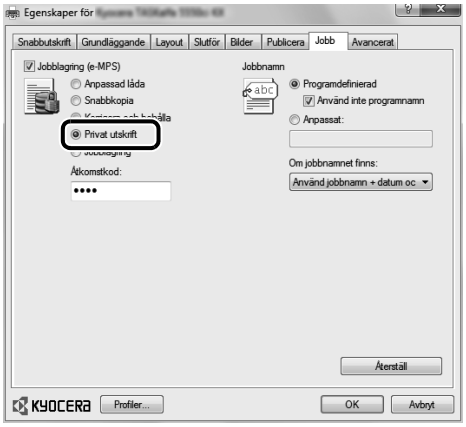
Mer information finns i bruksanvisningen på den medföljande DVD:n.

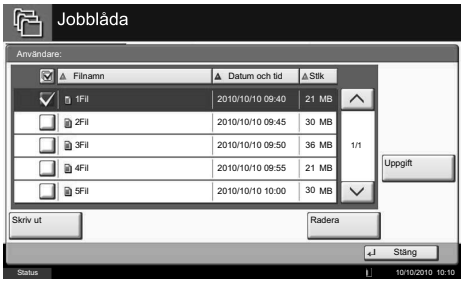
Privat utskrift

Obs! Välj fliken **Jobb** i skrivardrivrutinen och klicka på [Privat utskrift] för att aktivera privat utskrift från PC-n.
I fältet [Jobbnamn] kan du knappa in ditt namn direkt.

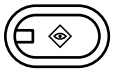
1. Tryck på tangenten **Document Box**.
2. Tryck på [Jobblåda].
3. Välj vem som har skapat dokumentet som ska skrivas ut.
4. Välj dokumentet som ska skrivas ut i listan.
5. Tryck på [Skriv ut]. Om dokumentet skyddas av ett lösenord ska du ange PIN-koden med hjälp av siffertangenterna.
6. Tryck på [Starta utskr] för att börja skriva ut.

Obs! Du kan radera jobb genom att trycka på [Radera].



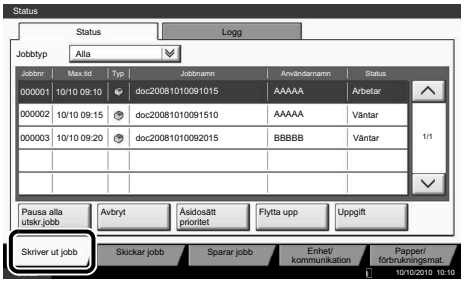


Avbryta utskriftsjobb



1. Tryck på tangenten **Status/Job Cancel**.
2. Tryck på [Skriver ut jobb].
3. Välj jobbet som ska avbrytas och tryck på [Avbryt].
4. Bekräfta med [Ja].

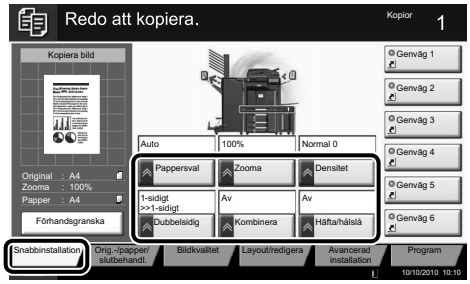
Jobbet avbryts.



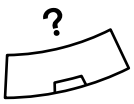
Kopiering

Förberedelse

1. Lägg originalen på dokumentglaset eller i dokumentbehandlaren.
2. Tryck på tangenten **Copy**.
3. Ange antalet kopior med siffertangenterna.
4. Välj [Pappersval], [Dubbelsidig], [Zooma], [Kombinera], [Densitet] eller [Häfta/hålslå] (tillval) i undermenyn på huvudskärmen.
5. Bekräfta alla inställningar med [OK].
6. Tryck på tangenten **Start**.



Hjälp



Knappen **Help** finns på maskinens manöverpanel. Tryck på knappen **Help** när du är osäker på hur maskinen ska användas, vill ha mer information om dess funktioner eller har svårt att få maskinen att fungera korrekt. Touchpanelen visar då en utförlig beskrivning.

Mer information finns i bruksanvisningen på den medföljande DVD:n.

عملية النسخ

التجهيز

❶ ضع المستندات الأصلية على لوحة البلاتين أو في معالج المستندات.

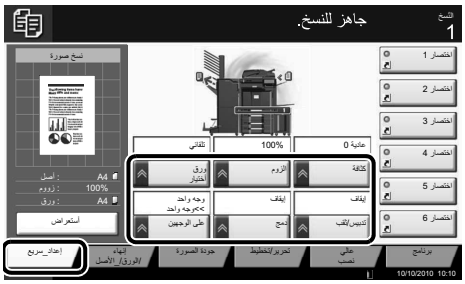
❷ اضغط على المفتاح **Copy**.

❸ أدخل عدد النسخ باستخدام المفاتيح الرقمية.

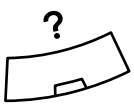
❹ اختر [ورق أختيار] ، [على الوجهين] ، [الزوم] ، [دمج] ، [كثافة] أو [تدبيس/ ثقب] (اختياري) في القائمة الفرعية من الشاشة الرئيسية.

❺ أكد كل الإعدادات بالضغط على مو[افق].

❻ اضغط على المفتاح **Start**.



تعليمات



يوجد زر **Help** على لوحة تشغيل الجهاز . إذا لم تكن متأكدًا من كيفية تشغيل الجهاز، وترغب في التعرف على المزيد من المعلومات حول وظائفه أو واجهتك مشاكل في تشغيل الجهاز بالشكل السليم، اضغط على زر **Help** لعرض شرح مفصل على شاشة اللمس.

للحصول على مزيد من التفاصيل ارجع إلى دليل التشغيل في DVD المرفق.

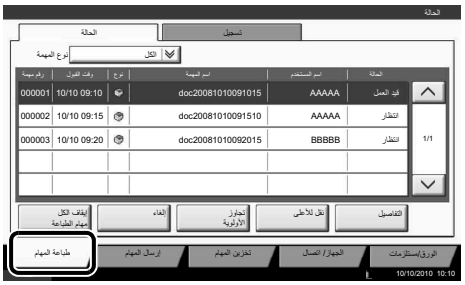
طباعة خاصة

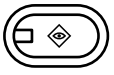
ملاحظة: لتنشيط الطباعة الخاصة من جهاز الكمبيوتر، اختر علامة التبويب **لون** في برنامج تشغيل الطابعة وانقر على [طباعة خاصة]. يتيح قسم [اسم المهمة] إمكانية الكتابة في خانة الاسم مباشرة.

1. اضغط على المفتاح **Document Box**.
2. اضغط على [صندوق المهمة].
3. حدد مصدر مهمة الطباعة الخاصة.
4. حدد المستند الذي سيتم طباعته من القائمة.
5. اضغط على [طباعة].
   إذا كانت المستندات محمية بواسطة كلمة مرور، قم بكتابة رمز PIN باستخدام المفاتيح الرقمية.
6. اضغط على [بدء الطباعة] لبدء الطباعة.

ملاحظة: بالضغط على [حذف] يمكن إلغاء المهام.

إلغاء مهمة الطباعة

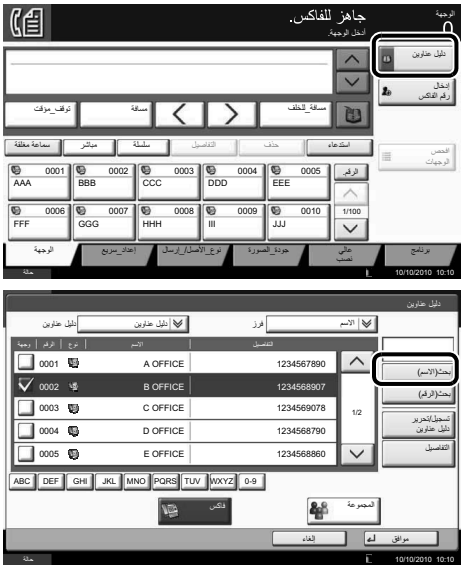




1. اضغط على المفتاح **Status/Job Cancel**.
2. اضغط على [طباعة المهام].
3. اختر المهمة التي سيتم إلغاؤها واضغط على [إلغاء].
4. أكد الاختيار بالضغط على [نعم].

تم إلغاء المهمة.

إرسال فاكس



❶ ضع المستندات الأصلية على لوحة البلاتين أو في معالج المستندات.

❷ اضغط على المفتاح **FAX**.

❸ أدخل عنوان الوجهة.

أدخل الوجهة:
أدخل رقم الفاكس باستخدام المفاتيح الرقمية. بعد ذلك، اضغط على [موافق].

من دليل العناوين:
اضغط على [دليل عناوين]. اضغط على مربع الاختيار لتحديد الوجهة المطلوبة من القائمة.
اضغط على [بحث (الاسم)] للعثور على الوجهة.
أدخل الاسم الذي تبحث عنه. أكد الاختيار بالضغط على [موافق].
يمكنك اختيار وجهات متعددة .
إذا كنت ترغب في إرسال الفاكس إلى عدة وجهات، انتقل للخلف إلى الخطوة 3.

❹ لإرسال الفاكس، اضغط على المفتاح **Start**.

إلغاء مهمة الفاكس

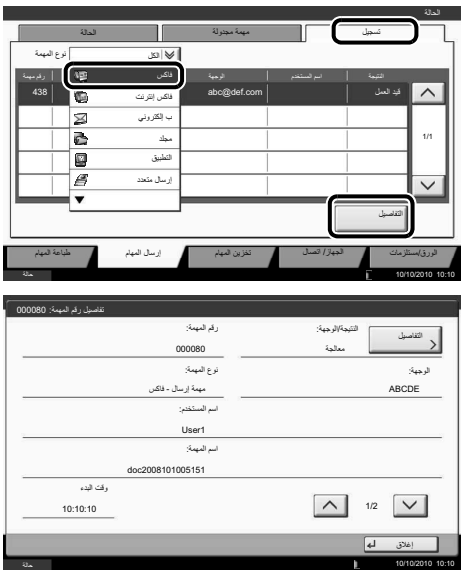
❶ اضغط على المفتاح **Status/Job Cancel**.

❷ اضغط على [إرسال المهام].

❸ اختر المهمة التي سيتم إلغاؤها واضغط على [إلغاء].

❹ أكد الاختيار بالضغط على [نعم].
تم إلغاء الاتصال.

التحقق من نتيجة الإرسال



❶ اضغط على المفتاح **Status/Job Cancel**.

❷ اضغط على [إرسال المهام].

❸ اضغط على [تسجيل].

❹ في نافذة نوع المهمة، اختر [فاكس].

❺ اختر مهمة ليتم التحقق منها.

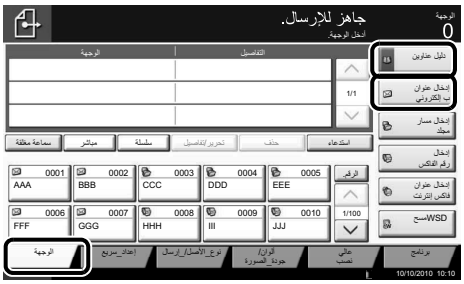
❻ اضغط على [التفاصيل].
يتم عرض التفاصيل.

للحصول على مزيد من التفاصيل ارجع إلى دليل التشغيل في DVD المرفق.

ARA

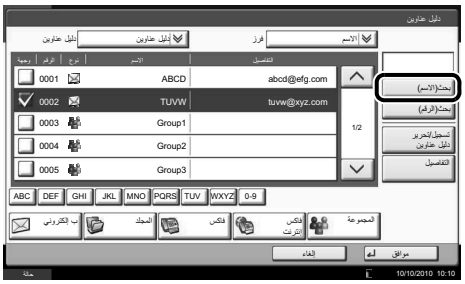
عملية البريد الإلكتروني

الإرسال



1. ضع المستندات الأصلية على لوحة البلاتين أو في معالج المستندات.
2. اضغط على المفتاح **Send**.
3. أدخل عنوان الوجهة.

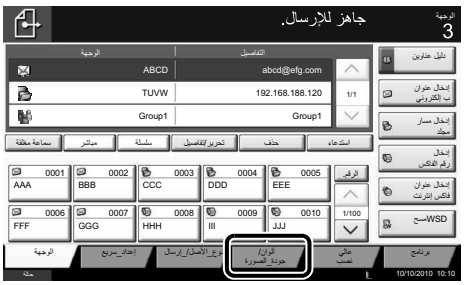
من دليل العناوين:
اضغط على [دليل عناوين]. اضغط على مربع الاختيار لتحديد الوجهة المطلوبة من القائمة.
اضغط على [بحث (الاسم)] للعثور على الوجهة. أدخل الاسم الذي تبحث عنه. أكد الاختيار بالضغط على [موافق].
يمكنك اختيار وجهات متعددة.



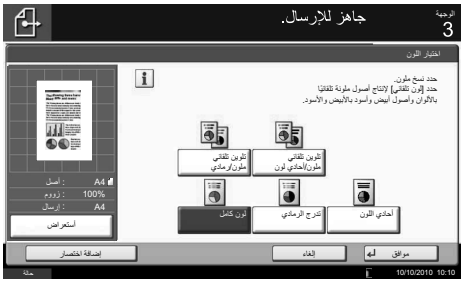
أدخل عنوان بريد إلكتروني:
اضغط على [إدخال عنوان ب إلكتروني] و [عنوان بريد إلكتروني]. أدخل عنوان البريد الإلكتروني الموجود على شاشة اللمس. وبعد ذلك اضغط على [موافق].
إذا كنت ترغب في إرسال البريد الإلكتروني إلى عدة وجهات، انتقل للخلف إلى الخطوة 3.

4. لإرسال بريد إلكتروني، اضغط على المفتاح **Start**.

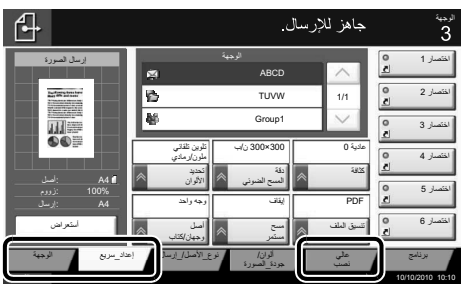
إعدادات المسح الضوئي



1. اضغط على المفتاح **Send**.
2. اضغط على [ألوان/جودة_الصورة].
3. اضغط على [تحديد الألوان].
4. اختر اللون الذي سيتم استخدامه.
5. أكد الاختيار بالضغط على [موافق].



إعدادات أخرى



1. اضغط على المفتاح **Send**.
2. اضغط على [إعداد سريع].

اختر العنصر الذي تريد تغييره. بعد التغيير أكد الاختيار بالضغط على [موافق].
لإدخال اسم ملف اضغط على [عالي نصب].
اضغط على [إدخال اسم الملف] وقم بتغيير الاسم.
أكد الاختيار بالضغط على [موافق].

3. اضغط على [الوجهة] للرجوع.